Four Ways to Submit Claims to Montana Medicaid

Department of Public Health & Human Services

The information also applies to the Montana Mental Health Services Plan and Montana CHIP (dental and eyeglass services only)

No.	Method	Time Frame	Description	Provider's Cost to Submit Claims to Montana Medicaid	If You Want To Use this Method
1	Electronic—X12N direct	Starting 10/1/03	Provider creates claims in ANSI X12N 837 format and sends them directly to ACS EDI Gateway Inc.	• Free	• Providers already enrolled as Medicaid providers must also enroll with the ACS EDI Gateway. Enrollment packets were mailed to Montana Medicaid providers in July 2003. If you need a packet, call 800-987-6719 or download a packet at www.acs-gcro.com/Medicaid_accounts/Montana. • You will then receive a welcome packet by U.S. mail that includes your logon and password needed to test with ACS EDI Gateway. Please call the ACS EDI support group at 800-987-6719 when you are enrolled and ready to test. Testing is free of charge. • If you generate a clean 837 transaction the testing step usually takes 24-48 hours.
2	Electronic—X12N through provider's clearinghouse	Starting 10/1/03	• Provider contracts with clearinghouse, then sends claims in whatever format the clearinghouse accepts. • The clearinghouse sends claims to ACS EDI Gateway in ANSI X12N 837 format.	• The provider pays whatever fee the clearinghouse charges for its services • There is no charge to the clearinghouse for sending claims to Montana Medicaid	• Sign a contract with the clearinghouse of your choice. • Clearinghouses must enroll as submitters with ACS EDI Gateway following the steps listed in No.1 above.
3	Electronic—WINASAP 2003	Starting 10/1/03	• WINASAP 2003 is field software created and owned by ACS. Providers type claims into WINASAP 2003, which creates an ANSI X12N 837 transaction. WINASAP is then used to submit claims directly to ACS EDI Gateway by dial-up connection. • WINASAP 2003 cannot import data from a provider's own system, and it can be used only to submit claims to Medicaid programs in MT, WY, CO, WA and other states served by ACS.	• Free • WINASAP 2003 software also free	• Follow steps listed in No. 1 above to enroll as a submitter with ACS EDI Gateway. • To download WINASAP 2003, go to www.acs-gcro.com or follow links from the "HIPAA Update" page at www.mtmedicaid.org. You can also request a CD by calling ACS EDI support group at 800-987-6719. • Users of WINASAP 2003 do not need to follow the testing step described in No. 1 above.

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4	Paper	Available at all times	Providers complete paper claims forms (UB-92, CMS 1500, dental, etc.) and mail them to the ACS fiscal agent service. Paper claims take significantly longer to process than electronic claims.	• Postage • No charge by Montana Medicaid or ACS	Mail your claims to Claims Processing Unit, P.O. Box 8000, Helena, MT 59604

Note

1. All information in this table presumes that you are already enrolled as a Montana Medicaid provider. If you would like to enroll as a Montana Medicaid provider, get more information at www.mtmedicaid.org or call 800-624-3958 (toll free within Montana) or 406-442-1837 (for providers in Helena or outside Montana).

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